



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## VACANCY ANNOUNCEMENT

*Become part of the team that safeguards the financial system from the abuses of financial crime. At the Financial Crimes Enforcement Network, we are at the forefront in preventing and detecting terrorist financing, money laundering, and other financial crime. Serve at the nation's financial intelligence unit and protect the United States financial system from criminals and terrorist financiers.*

**VACANCY ANNOUNCEMENT #** : FINCN/08-72767PPJ

**OPENING DATE** : November 7, 2007

**CLOSING DATE** : December 7, 2007

**POSITION TITLE, SERIES & GRADE** : Secretary (OA), GS-0318-08/09

**PROMOTION POTENTIAL** : Full performance level is GS-09

**NUMBER OF VACANCIES** : One

**POSITION INFORMATION** : Full time / Permanent

**SALARY RANGE** : For the GS-08 \$41,686.00 - \$54,194.00 per annum  
For the GS-09 \$46,041.00 - \$59,852.00 per annum

**ORGANIZATION** : Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Technology Solutions and Services Division  
Office of the Chief Information Officer

**DUTY STATION** : Vienna, Virginia

**APPLICATIONS WILL BE ACCEPTED FROM:** (a) Present and former Federal employees with competitive status who reside within the Washington DC commuting area, OR (b) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service.

**Please note that: YOU MUST SPECIFICALLY AND SEPERATELY ADDRESS:**

(A) **EACH** of the **EVALUATION CRITERIA** described in Section II of the announcement.

(B) Any **SELECTIVE FACTOR** (If indicated in Section I.)

**IF THESE ARE NOT ADDRESSED YOUR APPLICATION WILL BE INCOMPLETE AND YOU WILL NOT BE CONSIDERED.**

### SUMMARY OF DUTIES:

This position provides secretarial and administrative support to the Associate Director, Technology Solutions and Services Division (TSSD) of the Financial Crimes Enforcement Network (FinCEN). The Division provides information technology solutions and services in support of domestic and international anti-money laundering efforts by facilitating information collection, analysis and sharing.

Employee serves as a key source of assistance to the Associate Director (AD). Handles a wide variety of matters that are of a confidential and sensitive nature. Maintains the Director's calendar, receives callers and visitors, conducts research and liaison to develop information, administers systems for logging and tracking activities, receives and reviews incoming and outgoing documents, plans and arranges travel,

handles time and attendance reporting, prepares correspondence and reports, maintains files, arranges meeting and conferences, and receives callers and visitors. Provides guidance on administrative matters to secretarial/administrative staff in subordinate units.

## **BENEFITS**

FinCEN offers flexible work schedules, a comprehensive leave program, 10 paid holidays, financial assistance to employees who use public transportation to commute, in-house training, reimbursement for approved outside training, telework opportunities, and eligibility for performance awards. FinCEN also offers attractive health, life, and long-term care insurance programs, and the employee's health insurance contributions are out of pre-tax dollars. Newer employees are covered by a three-tier retirement plan that includes a pre-tax retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System. The office is located in a modern commercial building with a health unit and a fitness center (employees pay fitness center fee). The Vienna office has free parking and shuttle service to and from the Dunn Loring Metro station. All employees are assigned individual state-of-the-art computers.

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### **SECTION I: MINIMUM QUALIFICATIONS REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION:**

#### **Specialized Experience:**

**For GS-9:** Applicants must have one year of specialized experience at the GS-8 level or equivalent that provided the knowledge and skills to provide secretarial/administrative support to a senior manager and advanced word processing skills.

**For GS-8:** Applicants must have one year of specialized experience at the GS-7 level or equivalent that provided the knowledge and skills to provide secretarial/administrative support to a senior manager and advanced word processing skills.

**Selective Factor:** Knowledge for conducting Federal government administrative processes, including travel arrangements, leave administration, and time and attendance reporting.

**Time-in-grade Requirements:** Applicants must have acquired 52 weeks of Federal service at or equivalent to the next lower grade level no later than 30 days from the closing date of this announcement.

**U.S. Citizenship:** Applicants **MUST** be citizens of the United States and, if selected, present proof.

**Selective Service Registration:** If selected, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so.

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### **SECTION II: APPLICANTS WHO MEET MINIMUM QUALIFICATIONS REQUIREMENTS WILL BE RATED UNDER THE FOLLOWING "EVALUATION CRITERIA":**

#### **For the GS-8:**

1. Experience in serving as a secretarial or administrative assistant to a senior manager in charge of subordinate offices that involves reviewing materials from subordinate offices, tracking actions, preparing reports, and establishing and overseeing administrative processes. **(Applicants must describe their related experience.)**
2. Experience in employing personal computing applications to conduct Internet research and develop such materials as spreadsheets, databases, graphs and charts, power point presentations, and word processing products. **(Applicants must describe their related experience.)**
3. Experience in conducting Federal administrative processes, including: making travel arrangements and preparing travel vouchers, administering leave provisions, documenting time and attendance, and

dealing with human resources processes for such matters as hiring, reassigning, promoting or reviewing performance. **(Applicants must describe their relevant experience).**

4. Knowledge of and experience with the review, preparation and clearance of correspondence and documents, including the handling of security and other sensitive information **(Applicants must describe their role in these activities.)**

5. Experience in organizing and arranging meetings and conferences, including the preparation of related notifications and materials and handling a wide variety of logistical matters. **(Applicants must describe their related activities.)**

**For the GS-9:**

1. Experience in serving as a secretarial or administrative assistant to a senior manager in charge of subordinate offices that involves reviewing materials from subordinate offices, tracking actions, preparing reports, and establishing and overseeing administrative processes. **(Applicants must describe their related experience.)**

2. Experience in employing personal computing applications to conduct Internet research and develop such materials as spreadsheets, databases, graphs and charts, power point presentations, and word processing products. **(Applicants must describe their related experience.)**

3. Experience in conducting Federal administrative processes, including: making travel arrangements and preparing travel vouchers, administering leave provisions, documenting time and attendance, and dealing with human resources processes for such matters as hiring, reassigning, promoting or reviewing performance. **(Applicants must describe their relevant experience).**

4. Knowledge of and experience with the review, preparation and clearance of correspondence and documents, including the handling of security and other sensitive information. **(Applicants must describe their role in these activities.)**

5. Experience in organizing and arranging meetings and conferences, including the preparation of related notifications and materials and handling a wide variety of logistical matters. **(Applicants must describe their related activities.)**

**DO NOT** use one narrative statement to address all of the evaluation criteria. Each criteria **MUST** be addressed separately and reflect your specific experience/education that you feel equips you with the knowledge, skills, and abilities to perform the duties of the position for which you are applying.

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**Basis of Rating:**

- Applicants will first be reviewed to determine if they meet the minimum qualification requirements in Section I.
- Those who do will be evaluated as to how well they meet the evaluation criteria in Section II.
- Applicants **MUST** provide detailed information related to the evaluation criteria in their application package in the form of clear, concise examples showing level of accomplishment and degree of responsibility.
- Applicants **MUST address each of the evaluation criteria** separately and attach it to their application/resume.
- This is a multiple grade level announcement. You should identify specifically which grade level(s) you wish to be considered for by indicating your choice(s) on your application package and addressing the appropriate evaluation criteria for each individual grade level(s).

**APPLICATIONS THAT DO NOT SPECIFICALLY ADDRESS EACH OF THE EVALUATION CRITERIA WILL BE CONSIDERED AS INCOMPLETE AND WILL NOT RECEIVE FURTHER CONSIDERATION.**

**If you do not address the Selective Factor and evaluation criteria for each grade level you wish to be considered for, your application will not be considered for that grade.**

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### **SECTION III: CONDITIONS OF EMPLOYMENT FOR THIS VACANCY:**

**Security Clearance:** This position has been designated national security Level IV, Special Sensitive. Applicants must possess a favorably adjudicated Single Scope Background Investigation (SSBI), and have been awarded a Top Secret clearance or be willing to undergo a SSBI, and the SSBI must be favorably adjudicated. In addition, this position requires the applicant to be eligible to obtain access to sensitive compartmented information (SCI). Failure to successfully meet these requirements will be grounds for termination. Although individuals may be appointed prior to completion or updating of a full personal history SSBI, and certification of SCI eligibility, continued employment with FinCEN is contingent upon satisfactory completion of the SSBI, and certification of SCI, the results of which fully meet the FinCEN's special employment criteria. All employees are subject to satisfactory completion of periodic reinvestigation and a continuing life style in conformity with applicable national and FinCEN directives. Any unfavorable information developed during an investigation or other official inquiry may result in termination of employment in accordance with established security policy and procedures.

**Personal Identity Verification Credential:** In accordance with Homeland Security Presidential Directive 12 (HSPD-12), the selectee(s) must be eligible to receive a Personal Identity Verification (PIV) credential. If selected, you must:

1. Present two forms of identification, of which at least one must be a valid Federal or State government issued picture ID. For a list of acceptable identification, visit <http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>;
2. Receive a favorable background check which includes a successfully adjudicated FBI criminal history record check (fingerprint check) and a National Agency Check with Inquiries (NACI) or equivalent background investigation; and
3. Maintain eligibility for a PIV credential during your employment with the Department of the Treasury, Financial Crimes Enforcement Network as described above.

Failure to comply with the PIV credential process and if unable to verify the applicant's identity, may result in the loss of consideration for employment.

**Drug Screening:** This position is a Testing Designated Position. Satisfactory completion of the drug test is a condition of employment in this position and incumbents of this position will be, thereafter, subject to Random Drug Screening.

**Probationary Periods:** Employees who have not already completed one will need to successfully complete a one-year probationary period. Separate and apart from the general probationary period, individuals selected for supervisory positions will need to complete a one-year supervisory probation period, including appropriate supervisory training courses.

**Statement of Employment and Financial Interest** may be required.

**Direct Deposit:** All employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

**Relocation Expenses:** Will not be paid.

**Before being hired, you will be required to sign and certify the accuracy of the information in your application. If you make a false statement in any part of your application, you may not be hired or you may be removed after you begin work.**

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### **APPLICATION INFORMATION**

### **SECTION IV: REQUIRED APPLICATION MATERIALS**

**Current employees of the Financial Crimes Enforcement Network (FinCEN) MUST include:**

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria.
- You must submit a copy of your most recent performance appraisal. (If you are a current Federal employee and not submitting a performance appraisal you must indicate this on your application.)

**All other applicants MUST include:**

- Either the OF 612 "Optional Application for Federal Employment", resume, or other written application format; and
- Separately address each of the evaluation criteria; and
- Attach a copy of their most recent SF-50, Notification of Personnel Action, or equivalent proof of current or prior competitive status; and
- You must submit a copy of your most recent performance appraisal. (If you are a current Federal employee and not submitting a performance appraisal you must indicate this on your application.); and
- If you are a Veteran, submit a copy of your DD-214.

**Please download, complete, and submit the following optional forms:**

- SF-181, Race & National Origin Identification form, Rev 5-82. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-181.
- SF-256, Self Identification of Handicap form, Rev 8/87. This form is located at [www.opm.gov/forms](http://www.opm.gov/forms) - then open Standard Forms and select SF-256.

While completion of these forms is not mandatory, this information aids us in measuring the effectiveness of our outreach efforts.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on to [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm).

**See Section V for the specific information that MUST be included in your OF-612, resume, or other written application format. While we do not require a standard application form, we MUST have certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment.**

Applicants who do not submit the required items will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualification, education, veteran's preference, status (SF-50) and/or verification of eligibility for non-competitive appointment. Applicants will not be contacted for additional information if their applications are incomplete or inadequate.

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**SECTION V: INFORMATION THAT MUST BE INCLUDED IN YOUR OF-612, RESUME, OR OTHER WRITTEN APPLICATION FORMAT:**

Job for which applying: Vacancy Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).
- Social Security Number.
- Country of citizenship.
- Please show the highest Federal civilian grade held, job series, and dates of employment in grade, if applicable.

Education:

- High School name, city, state, and zip code, date of diploma or GED.
- Colleges and/or universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience: for each paid or non-paid position held related to the job for which you are applying (do not attach job descriptions):

- Job Title (include series and grade if Federal job).
- Duties and accomplishments.
- Number of hours worked per week.
- Employer's name and address.
- Supervisor's name and telephone number.
- Starting and ending date of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.).

**Applicants MUST provide the information required in the announcement, including sufficient information for evaluation of their qualifications and for determining whether they have had one year of relevant experience at the next lower grade to the grade for which applying. Please do not submit your application package in a notebook or binder or in disk format; include extraneous information; or enclose documents related to the above unless specifically requested.**

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#### **SECTION VI: SUBMITTING APPLICATION MATERIALS:**

Application materials should be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Vacancy Announcement: FINCN/08-72767PPJ  
P.O. Box 39  
Vienna, VA 22183-0039**

You may FAX your application including any required supplemental documentation (e.g., Evaluation Criteria, SF-50, DD-214, etc.) to (703) 905-5161. It must be received by midnight Eastern Standard Time (EST) on the closing date of this announcement, and you must indicate the announcement number for which you are applying. Feed all documents into your fax machine top first so that we receive them right-side up.

It is the responsibility of the applicant to ensure that all materials are received by FinCEN on time and that the materials submitted are properly received and readable. Your application will be considered incomplete and you will be found ineligible, if you fail to submit the required documentation as specified in the announcement or if the required documents for a complete application package are illegible.

#### **HOW TO APPLY:**

All application materials **MUST** be either postmarked (or if faxed, received) by the closing date of this Vacancy Announcement. Failure to provide timely, complete information will result in the applicant not receiving consideration for this position. Please do not submit original documents you may need in the future.

**For additional information, please call Charlene Freeman (703) 905-3904. TDD (703) 905-3839.**

#### **NOTES:**

- All application materials **MUST** be sent to the mailing address shown above or faxed to (703) 905-5161.
- All materials and the envelope **MUST** include the vacancy announcement number.

- Email documents will not be accepted.
- Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting materials using U.S. Government, "Official Use Only" postage and fees paid envelopes will not be considered for the vacancy.
- Applications will become part of the vacancy announcement case file and will not be returned to the applicant.
- Acknowledgment of receipt of the application will be sent to all applicants.

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## **SECTION VII: OTHER INFORMATION**

### **INFORMATION FOR APPLICANTS DISPLACED FROM POSITIONS WITH THE FEDERAL CIVILIAN SERVICE:**

Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) eligibles must also submit the following (**all four are required**):

1. An SF-50, Notification of Personnel Action, or other official documentation, which shows that you were declared displaced or surplus while serving as a career or career conditional competitive service employee, in tenure group 1 or 2, OR are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grades levels GS-15 or equivalent and below, and who has been conferred non-competitive appointment eligibility and special selection priority by statute for positions in the competitive service;
2. An SF-50, Notification of Personnel Action, or other official documentation which shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy;
3. CTAP eligibles: a copy of your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, Certificate of Expected Separation or other official notice indicating you are in a surplus organization or occupation or eligible for discontinued service retirement.

ICTAP eligibles: a copy of your RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation showing you were separated as a result of a RIF or declining a directed reassignment or transfer of function outside the local commuting area, or a letter from OPM or your agency documenting other priority consideration status as described in 5 CFR 330.708(a)(2); and

4. A copy of a current (or last) performance rating of record of at least fully successful or equivalent (required unless you are an ICTAP eligible due to compensable injury or disability retirement).

In order for CTAP and ICTAP candidates to be determined well qualified, they must receive a minimum score of 85 on their responses to the evaluation criterion.

### **REASONABLE ACCOMMODATION:**

The Financial Crimes Enforcement Network provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

### **THE FINANCIAL CRIMES ENFORCEMENT NETWORK (FINCEN) IS AN EQUAL OPPORTUNITY EMPLOYER:**

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor. To file a complaint of discrimination, contact FinCEN, Office of Outreach and Workplace Solutions on (703) 905-3990 or TDD (703) 905-3838.